



DEPARTMENT OF THE ARMY
U.S. ARMY MISSION AND INSTALLATION CONTRACTING COMMAND
2219 INFANTRY POST ROAD FORT
SAM HOUSTON, TX 78234-1361

REPLY TO
ATTENTION OF:

CCMI-CO

JAN 4, 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Purchase of Base Supply Center Commercially Available Items

1. References.

- a. Federal Acquisition Regulation (FAR) Part 8 and 13.
- b. Army Regulation (AR) 710-2, Supply Policy below the National Level, 28 March 2008.
- c. Memorandum, Committee for Purchase from People Who Are Blind or Severely Disabled, 19 April 2011, subject: AbilityOne Program Base Supply Center (BSC) Program: Use of No cost Contracts.
- d. Memorandum, Assistant Secretary of the Army (Acquisition, Logistics and Technology), SAAL-PB, 31 October 2011, subject: Mandatory Use of Blanket Purchase Agreements (BPAs) for Office Supplies.
- e. Department of the Army Government Purchase Card (GPC) Operating Procedures, 23 February 2012.

2. Purpose. To provide implementation guidance regarding the procurement of office supplies.

3. Background. BSCs are retail stores operated under the AbilityOne Program on military installations and in federal facilities. They are located at more than 140 federal installations nationwide with approximately 30 BSCs on Army installations. These stores offer items that are on the AbilityOne Procurement List (AbilityOne products) and items otherwise available in the commercial marketplace (non-AbilityOne products). BSCs specialize in office supplies and a significant portion of their inventory is composed of Procurement List items that are typically identified by the AbilityOne icon. The remainder of the inventory is commercially acquired supplies procured by the Nonprofit Agency (NPA) store manager.

4. To clarify the commercial available items in the BSCs, the Committee for Purchase from People Who Are Blind or Severely Disabled released the Memorandum referenced at 1.c. that specifically stated that "although added to the Committee's PL, a BSC is not itself, a mandatory source of supply; however the AbilityOne products sold in the store are mandatory for purchase if the Government Customer requires them." To reiterate, there are mandatory purchase or supply items from AbilityOne as well as commercially available stocked items in the BSCs that

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should be typically approved by the installation Supply Support Activity (SSA) in accordance with AR 710-2.

5. GPC cardholders must follow all of the requirements and perform their responsibilities as required by 1.e. Specifically, GPC cardholders must purchase commercial items consistent with GPC Operating Procedures, Section 3.5, paragraph b. In addition, the installation Aimy SSA Accountable Property Officers may direct local purchase as a source of supply according to AR 710-2, Section 4-16. In purchasing commercially available items stocked in the BSC that are not mandatory AbilityOne listed purchase items, the GPC cardholder must comply with FAR 13.202 as stated in the Army's GPC operating guide.

6. To assist the BSCs, we will work with local installations SSAs and the AbilityOne BSC Program Director to establish local Governance Teams (GTs) for each BSC to improve consistency and support. The goal is to establish a coordinated process at the installation level to ease the burden on cardholders and better harness our collective supply resources (e.g. Federal Supply Schedules, etc.) while adhering to procurement law and regulation. Again, GPC cardholders making micro-purchases of non-AbilityOne or other commercially available stocked products from BSCs are required to determine that they are not available from required sources and that the process for non-AbilityOne products are priced reasonable using the simple procedures at FAR 13.202(a), comparison with a price previously paid (or knowledgeable about) or one of the measures at FAR 13.106-3 when no comparable pricing information is readily available.

7. AbilityOne BSCs provide a vital source of supplies for the Army. We are supportive and committed to preserving the viability of AbilityOne BSCs. We will work closely with local installation SSAs to improve understanding of commercially stocked items available in the AbilityOne BSCs for purchase.



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